



Office of Field Services

9/12/02

On Site Review Process Checklist

District Planning:

- ☐ Schedule on site meeting
- ☐ Designate a team leader and select team members for the on site review process
- ☐ Notify the building staff and other stakeholders, who will be involved in the review process

School Planning:

- ☐ Provide a brief overview of the on site review purpose and expectations to the staff
- ☐ Discuss timeline and details for the on site visit
 - ☐ Provide a copy of the following documents to all staff and parent representative involved in the building review meeting:
 - On Site Review Study Guide
 - Explanation of the Study Guide Items
 - Glossary of Terms
- ☐ Direct the staff/participants to individually rate school programs using the on site review study guide. Rate every item as High (H), Moderate (M), Low (L), or Change Required (CR).
- ☐ Set date(s) for staff/participants to meet and discuss the study guide ratings with the end result being to create one consensus on site study guide document with appropriate comments.
- ☐ Maintain a list with original signatures identifying participants in rating the study guide items and formulating the consensus document

Preparation for On Site Review Meeting(s):

- ☐ Send to OFS consultant at least three weeks prior to the on site review meeting date:
 - ☐ The consensus on site review study guide for each building to be reviewed\
 - ☐ The building and district school improvement plans
 - ☐ A list of staff funded by each program, including name, position and FTE, organized by school

- ☐ Copy of annual report or other documents with disaggregated data
- ☐ Make copies of the following materials so that each person participating in the on site review has the materials the day of the visit:
 - ☐ The consensus on site review study guide for each building to be reviewed
 - ☐ The district/building on site review agenda

On Site Review Day:

The following materials should be readily available but should not be created for the purpose of this visit:

- ☐ Other documentation considered as evidence (refer to “Explanation of Study Guide Items”) of compliance supporting the study guide responses: classroom lesson plans, projects, checklists, etc.

Reminder: Documentation should come from existing materials and practices.

- ☐ Exit Meeting
 - ☐ Invite staff/participants from each school reviewed and the central office.
 - ☐ Schedule the meeting at a time convenient for participation.

District Responsibilities Following Receipt of the On Site Review Report:

- ☐ Review the MDE report summarizing the on site review visit
- ☐ If change is required within the program for compliance, the district team must prepare a plan detailing the procedures to bring the program into compliance
- ☐ Submit the plan to the OFS consultant within thirty days upon receipt of the MDE report
- ☐ Reinforce with staff/participants that the OFS consultant is available to support specific district/building needs in preparing the plan to address change required items
 - ☐ See sample compliance plan format (attached).

NOTE: If at any time during the on site review process technical assistance is needed, contact the OFS consultant.

A follow-up visit will be scheduled the subsequent year.

Attachment